



Public Safety Communications Advisory Commission

Standard Operating Procedure

**Title of
Procedure**

Effective Date: XX/XX/20XX

Distribution Statement: This is a public document. The Point of Contact (POC) for this document is the Public Safety Interoperable Communications (PSIC) Office in the Arizona Department of Administration – Arizona Strategic Enterprise Technology Office (ADOA-ASET). Current contact information for the PSIC Office can be found at www.azpsic.gov.

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This document is reviewed annually. This document was last reviewed **xx/xx/20xx**.

Record of Changes

This Record of Changes is used to record revisions to this document, including a brief description of the changes made, the date the changes went into effect by approval of the **PSCC**, and the appropriate PSIC Office Contact.

Change No.	Date	Description	PSIC Office Contact
0	X/XX/20XX	Initial Approval by the PSCC	Name Here

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1 Introduction

1.1 Background

SOPs

The PSIC Office develops many documents for the State of Arizona, including SOPs.

CONSISTENT FORMAT

It is beneficial for our staff to deliver SOPs using a consistent document format that is PSIC branded. Included in the text of this document are instructions for section content and style guidelines.

To use this template:

- A. Review this document to become familiar with the structure of the SOP and the style conventions which are contained and described throughout.
- B. Save this document under the correct file name for your project, so you do not accidentally overwrite the template.
- C. Update the Record of Changes page as appropriate. "PSCC" is highlighted yellow as a reminder: if the document only requires approval of the SIEC, "PSCC" should be changed to "SIEC."
- D. Type new information as appropriate over the cover page, section headings and in the body of the document. Sample text for some sections is included after the notation "*Sample Text.*"
- E. Copy and Paste sections (header and text) at your discretion if you need additional sections. WORD will automatically update the section numbers.
- F. Delete sections that are not necessary for your document (e.g., List of Tables, etc.), but do not change the order of the Introduction Section.

BACKGROUND SECTION INSTRUCTIONS

Enter information that is pertinent to the subject matter history of the document (not necessarily the history of the development of the SOP itself). Any mention of authorities would be included in this section.

Use the subsection format (underlined title, as seen above) if the background information contains multiple topics. This may not be necessary for your document.

1.2 Purpose

This document template and style guide is intended for use by PSIC Office staff to create consistent SOPs for the PSCC and the SIEC.

Sample Text: The purpose of this document is to... *OR* This document...describes the procedures for / serves as a guide for / establishes requirements for / contains standard operating procedures for...

1.3 Scope

Describe who/what the SOP applies to and what does and does not fall under the scope of the document.

1.4 Definitions

Insert terms and definitions as necessary: in either of the styles below; in alphabetical order; with sources as appropriate.

"<INSERT TERM>" refers to <INSERT INFORMATION>.

"Word" is defined by the online dictionary as "a unit of language."

1.5 References

Sample Text for a single reference:

This document references <INSERT ITEM/DOCUMENT>, available online at: <INSERT URL>.

Sample Text for multiple references (do not use bullets; list in alphabetical order by title):

Please also refer to the following documents:

<INSERT ITEM/DOCUMENT>, available online at: <INSERT URL>.

<INSERT ITEM/DOCUMENT>, available online at: <INSERT URL>.

<INSERT ITEM/DOCUMENT>, available online at: <INSERT URL>.

1.6 Administration

Sample Text – Use this text for PSCC Authority: Arizona's Public Safety Interoperable Communications (PSIC) Office, with guidance from the Public Safety Communications Advisory Commission (PSCC), and the Statewide Interoperability Executive Committee (SIEC), is responsible for administering this procedure.

Sample Text – Use this text for SIEC Authority only: Arizona's Public Safety Interoperable Communications (PSIC) Office, with guidance from the SIEC and the <INSERT TOPIC> Workgroup, is responsible for administering this procedure.

1.7 Document Terminology

Use this text: The terms "shall," "must," "will," and "required" are used throughout this document to indicate required parameters and to differentiate from recommended parameters. Recommendations are identified by the words "should," "desirably" and "preferably."

1.8 Updates & Revisions

Use this text: This document will be reviewed annually and updated as needed. Those wishing to suggest revisions or additions to this document should send their feedback electronically to psic@azpsic.gov or in writing to the PSIC Office, c/o Arizona Strategic Enterprise Technology (ASET) Office at 100 N 15th Avenue, Suite 400, Phoenix, AZ 85007.

Sample Text – Use this text for PSCC Authority: Revisions to this document will be reviewed by the <INSERT TOPIC> Workgroup, which will recommend appropriate changes to the SIEC. The SIEC must then approve all such changes and submit them for approval to the PSCC. Revised versions of this document will be effective once approved by the PSCC.

Sample Text – Use this text for SIEC Authority only: Revisions to this document will be reviewed by the <INSERT TOPIC> Workgroup, which will recommend appropriate changes to the SIEC. Revised versions of this document will be effective once approved by the SIEC.

Use this text: If no revisions are required the “last reviewed” date will be updated and no other changes will be made.